

Can a user see data for multiple schools if they are not a district-level administrator?

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Sometimes, there are administrators who oversee multiple schools, but not all schools within an entire district. For such users, District Masters and District Administrators can allow them to manage multiple schools in the Gaggle Safety Management Dashboard, by following these steps:

First, confirm that you know the Gaggle School IDs for all of the schools your that your user will need to access. These can be found by going to the **Admin** tab and choosing **School List** in the left panel.

Select the **Admin** tab, then perform a search in the **User List** for your desired user account.

Be sure that the user has either a **School Master** or **School Administrator** access level. Otherwise they will not be able to access the Gaggle Safety Management Dashboard.

In the **Group List** field, enter the Gaggle School ID for all school groups for which you want this user to have data access. Then select the blue **Save** icon when finished.

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No labels